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ABSTRACT

This workbook is designed to familiarize students with the layout of Whittemore Library (Framingham State College, Massachusetts) and the types of information sources available for them to use in solving their research problems. It also provides guidance in developing a logical, systematic plan for formulating a search strategy and gathering information. The 19 sections of the workbook cover: (1) Background Information (using encyclopedias); (2) Book Catalogs; (3) Library of Congress Classification; (4) OPAC (Online Public Access Catalog); (5) Author Search on Online Catalog; (6) Subject Search on Online Catalog; (7) Library of Congress Subject Headings; (8) Keyword Search on Online Catalog; (9) Card Catalog; (10) Periodical Indexes; (11) CD-ROM and Online Indexes; (12) Periodical Holdings; (13) Newspaper Indexes; (14) Review of Research; (15) Library Tour; (16) General Library Information and Services; (17) Exercises; and (18) Library Map. (BBM)

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HENRY WHITTEMORE LIBRARY WORKBOOK

BASIC RESEARCH GUIDE AND WORKBOOK

May, 1992

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12054120

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INTRODUCTION

Numerous students have come to Whittemore Library faced with a research paper or assignment and have been overwhelmed by the size and arrangement of the library and by the volume and diversity of books and periodicals it contains. Finding and collecting the information they need seems to pose more of a challenge than actually writing their papers.

The Library Workbook is designed to familiarize you with the layout of Whittemore Library and with the types of sources you will be using to solve your research problems. It will guide you in developing a logical, systematic plan for formulating a search strategy and gathering information. It is hoped that after reading each section carefully and completing the questions that follow, you will gain a better understanding of the research process. You will also develop more efficient information gathering skills which will help you when using Whittemore Library and its resources throughout your college career.

STARTING YOUR PAPER

BACKGROUND INFORMATION

When beginning to develop evidence for your research, it is desirable to get background information on your topic. Encyclopedias are excellent sources of introductory information: they show how a topic has been treated in the past and thereby help you discriminate between important and less important questions; they show how information is broken down into subtopics which helps you to limit or narrow your topic; encyclopedias introduce you to basic concepts and special terminology related to your subject which can then be used as search terms in the book catalogs or periodical indexes; articles in encyclopedias often include a bibliography (a list of sources on a given subject or by a given author) you may consult for additional information on your topic.

The two types of encyclopedias available in Whittemore Library to use as background information are **general** encyclopedias and **subject** encyclopedias. General encyclopedias such as The Encyclopedia Americana Ref AE5 .E333 (call number or location of book on shelf), Academic American Encyclopedia Ref AE5 .A23, Encyclopedia Britannica Ref AE5 .E363, or Collier's Encyclopedia Ref AE5 .C683, are comprehensive sources in that they cover all fields of knowledge. The articles found in these sources are written for the general public and are usually not technical or detailed. All encyclopedias are indexed. Multi-volume sets have indexes in the last volume, and a single volume

encyclopedia has an index at the end of that volume. It is important to use the index because your topic may be treated as part of a larger subject or a subject with a different heading rather than simply in its own article.

Subject encyclopedias are single or multi-volume works that deal with a single subject or group of related subjects. They contain scholarly articles usually written by recognized authorities in that field, which are more detailed than those in general encyclopedias. Some examples of subject encyclopedias owned by Whittemore Library in a wide variety of fields are:

Dictionary of Literary Biography	Ref PS 21 .D5
Encyclopedia of Education	Ref LB 15 .E45
Encyclopedia of World Art	Ref N 31 .E4833
Guide to American Law	Ref KF 156 .G77 1983
International Encyclopedia of the Social Sciences	Ref H 40 .A2 I5 1968
McGraw Hill Encyclopedia of Science and Technology	Ref Q 121 .M3 1987
New Grove Dictionary of Music and Musicians	Ref ML 100 .N48

To find additional subject encyclopedias for your topic, check the card catalog or online catalog under the appropriate subject heading and the subheading **dictionaries**, or ask the Reference Librarian.

Although not technically an encyclopedia, the CQ Researcher (formerly Editorial Research Reports), Ref H35 .E35 provides background information and covers various points of view on current and controversial issues. To locate a report on your topic, consult the **Reports Index** in the latest bound volume. This is an especially helpful source if you are still searching for a topic.
Please note that not all encyclopedias are labelled as such, but may have titles such as **guide**, **dictionary**, or **handbook**. Encyclopedias and other reference materials such as directories, atlases, almanacs and dictionaries are all listed in the card catalog and online catalog, and are labeled REF above the call number. This indicates that they are located in the Reference Room.

BOOK CATALOGS

Now that you have an overview of your topic, and have shaped it by narrowing or focusing it, you may want to search for more detailed, in-depth information. For this type of information, you may want to find out what books on your subject are available in our circulating collection. Perhaps you will start this search by checking to see if we own any of the books listed in the bibliographies in your encyclopedia articles.

Whittemore Library currently has two types of book catalogs, an online catalog and a card catalog. Both catalogs provide bibliographic information and location information about the books in our library: author, title, publisher, place and date of publication, subject headings, notes, call number, etc. In the following sections you will learn how to use these catalogs, how to interpret the information on a catalog record, and how to use this information to gain some clues on the relevance of a book to your topic before you try to locate the book on the shelf.

Some of the elements on a catalog card or online display which will help you determine a book's potential usefulness are the following.

Publication date: If you are doing research on a current topic or an area in which information is constantly changing (perhaps a technical subject) you will want to make sure the material is not dated. On the other hand, for some subjects you may want to get the perspective of something written years ago.

Publisher: A scholarly publisher or a university press such as Oxford University Press, Garland, Gale, or Columbia University Press may be more appropriate for a research paper than a popular publisher.

Notes: The notes field will give you important information such as whether or not the book has an index, bibliography or footnotes. The presence of a bibliography or footnotes usually indicates a more scholarly approach, and you may use the bibliography to find additional sources for your research. An index will provide easy access to the information you seek.

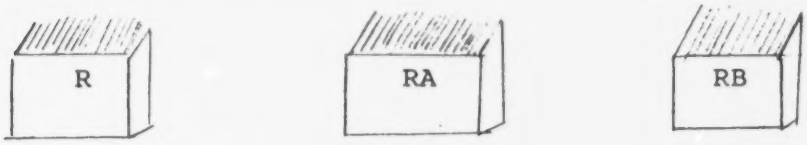
Tracings: These terms at the bottom of the catalog card or online display may be used in either catalog to find additional information on your topic. Terms following arabic numbers on a catalog card are subject headings. In the online display these terms follow **Subjects**. On a catalog card, those headings used in the author/title catalog are preceeded by roman numerals.

LIBRARY OF CONGRESS CLASSIFICATION

Most books in Whittemore Library are catalogued by Library of Congress call numbers, a series of letters and numbers which enable books to be arranged in subject areas on the shelves. The call number in the upper left corner of the catalog card or on the online screen tells you where the book is located in the library and on the shelf. In addition to being listed on the catalog record, the call number is also placed on or near the spine of the book itself so that you can go to the shelves and find the book. Additional common location symbols listed above the call number are Ref (Reference Room), Curric.Lib. (Curriculum Library) and Folio (for oversized books on the third stack level). For guidance to any other location such as special collections, please ask a librarian.

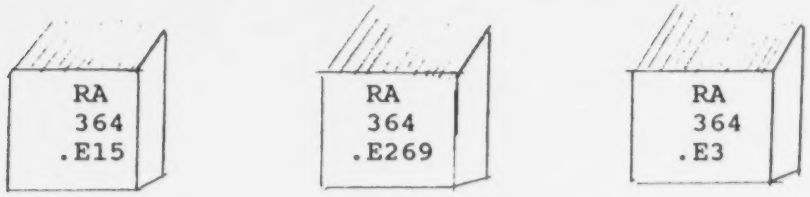
When going to the shelf to retrieve your book, you will note that books are arranged by call number alphabetically, then numerically. You read the letters and numbers line by line, left to right, one line at a time. The process is summarized as follows.

1. Single letters are filed before double letters. Therefore, R is located before RA, followed by RB.

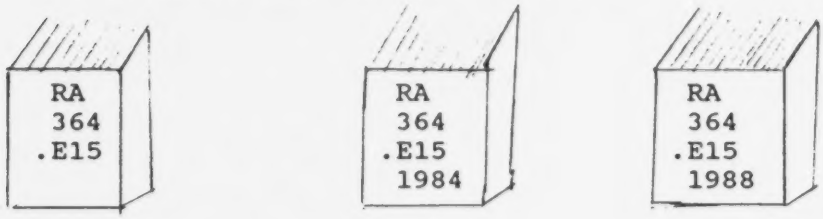


2. The first numerical line of the call number is a whole number so that RA 364 would come after RA 361 and before RA 366.

3. The third line (whether or not indicated by a decimal point) is read as a decimal. You would first read the letter, then the decimal number. Therefore, RA 364 .E269 is filed before RA 364 .E3 but after RA 364 .E15.



4. The last line of the call number may be the book's date of publication, e.g. 1988. Those books catalogued without publication dates are filed before those with dates.



OPAC (Online Public Access Catalog)

The Minuteman Library Network (MLN) online catalog is a computerized data base containing records for book holdings of all the Minuteman libraries, of which Whittemore is one. A list of the Minuteman libraries is available at the public access (PAC) work stations and at the Circulation Desk. (Those books owned by Whittemore Library are highlighted on your screen.) Searching the online catalog is similar to searching the card catalog, but the online catalog allows more flexibility.

WHITTEMORE LIBRARY HOLDINGS IN THE MLN ONLINE CATALOG

It is important to remember that Whittemore Library's holdings listed in the Minuteman database are primarily **books**. Examples of items which are **not** included are certain special collections such as Archives and Browsing Collection, and some curriculum materials such as Curriculum Guides. If you have any questions about items that do not appear on MLN, please **ask a librarian.**

SEARCHING THE ONLINE CATALOG

The first screen you will encounter on the OPAC will present you with two choices. The first choice is the Minuteman (MLN) Catalog for book holdings (the method of searching this catalog is described below). The second option is **Magazines.** If you choose this option, you will be able to search the General Periodicals Index (described in the section on Periodical Indexes).

There are four major categories by which you can search MLN: author, title, subject, or keyword. Each category has its own file. When beginning your search, you must tell the system which file you want to use, and then tell it specifically which author, title or subject you wish to find. If you wish to search in keyword, type **k** and then follow the directions on screen, in the separate Keyword brochure, or ask a reference librarian.

Below is the "welcome" screen for MLN which tells you which commands to use to begin your search. Instead of the commands illustrated here, you may use the function keys, **author search, title search,** or **subject search.**

AUTHOR	To find authors, composers, performers, illustrators, editors, conferences, corporate authors. EXAMPLES: >>A=shakespeare william (enter last name first) >>A=American Basr Assoc
TITLE	To find a work by title. EXAMPLE: >>T=HAMLET
SUBJECT	To find material on a subject. EXAMPLE: >>S=CHILD PSYCHOLOGY >>S=Twain Mark
KEYWORD	To search the catalog by keyword, type the command KEYWORD at the >> prompt.

Additional commands commonly used in the system are:

1. "ST" (stop or start) or the start over function key returns you to the main menu.

2. "N" displays the next screen of indexed hits (items matching your description). You must be at a hit list to use this command.

3. "P" takes you to the previous screen.

AUTHOR SEARCH

1. To search the database by author, enter A= (or use the "author search" key) plus the author's name. Enter the last name first.

2. It is not necessary to enter the author's full name. You may use last name only, and/or you may truncate (shorten) either last or first name.

   A=Hemingway, Ernest
   A=Hemingway
   A=Hemingway, E
   A=Heming

3. Entries may be in upper or lower case.

An example of an author search follows:

>> **A=Tan Amy**

Your search: A=TAN,AMY
Holdings highlighted for: Framingham State College. (In the examples, **bold** entries are highlighted on screen.)

Line #	Author	Title	Date
1.	Tan, Amy	The Joy Luck Club/Amy Tan	1989
2.	Tan, Amy	The Joy Luck Club sound recording/Amy Tan	1989
3.	Tan, Amy	The Joy Luck Club	1989
4.	**Tan, Amy**	**The Joy Luck Club/Amy Tan**	**1990**
5.	Tan, Amy	The kitchen god's wife/Amy Tan	
6.	Tan, Amy	The kitchen god's wife sound rec'd/Amy Tan	1991
7.	**Tan, Amy**	**The kitchen god's wife/Amy Tan**	**1991**

Enter a Line number to see more information
N to see Next screen P to see Previous screen
B to Backup ST to start over

>> Type 4 and press (Return)

```
                        (Record 4 0f 7)

Author: Tan, Amy
Title:  The Joy Luck Club

Publisher: Ivy Books, 1990 c.1989
Subjects: Chinese Americans--Fiction. Mothers and daughter--
United States--Fiction

##---Call Number    Volume---Material   Location   Status

1.   PS 3570 .A48 J6 1990    Book  Framingham State Available

Press (Return) to display holdings at other locations
Type in a Line # for additional information on a copy
Enter: B to Backup
       F to see Full title record
```

The above example indicates that Whittemore Library owns a copy of The Joy Luck Club by Amy Tan. The call number (PS 3570 .A48 J6 1990) tells you the location of the book in the stacks, and the status (available) notes that the book should be on the shelf and that it circulates. Other possible status indicators are: "out" (the book has been checked out), "lost", or "noncirc" (does not circulate).

If you want to see a complete (full) record with some additional information, at the >> prompt, Type F and the screen below will appear.

```
                        (Record 4 of 7)

Material: Book
Author: Tan, Amy
Title: The Joy Luck Club/Amy Tan

Edition: 1st Ballantine Books ed.
Publication: New York: Ivy Books, 1990, c.1989

Subject: Chinese Americans -- Fiction
Subject:  Mothers and daughters -- United States -- Fiction

S.I.C. Number:21571021
```

TITLE SEARCH:

1. To search the database by title, enter T= (or use the "title search" key) plus the title.
2. Skip all articles at the beginning of titles.
3. Entries may be in upper or lower case letters.
4. Punctuation is optional.

Example:

At the >> prompt, Type T=Henderson and press (Return)

```
Your search: T=Henderson
Holdings highlighted for: Framingham State College

Line   # of Titles   Titles

 1        1          The Henderson equation
 2        1          Henderson on corporation strategy
 3        2          Henderson, the rain king
 4        1          Henderson, the rain king; a novel
 5        1          Henderson, the rain king; a novel/Saul Bellow
 6        1          Henderson's dictionary of biological terms
 7        1          Henderson's head, a novel

   Enter a Line number to see more information
   N  to see next screen          P  to see Previous screen
   B  to backup                   ST to Start over
```

In order to find our about the location, number of copies, and circulation status of a title, enter the line number at the prompt (>>) For example, to find out more about Henderson's Dictionary of Biological Terms:

```
>>6
```

```
Title: Henderson's dictionary of biological terms
Publisher: Van Nostrand Reinhold Co., 1979 - 9th
Subject: Biology--Dictionaries

##   Call number          Volume  Material   Location    Status

 1  QH 302.5 H65 1988 Ref        Book  Framingham St NonCrc/NonReq
```

The above record indicates that this book is owned by Whittemore Library, is located in the Reference Room (Ref) and is not available for circulation (NonCrc/NonReq)

SUBJECT SEARCH

1. To search the database by subject, enter S= (or press "subject search" key) and the subject heading.
2. Commas are optional
3. Hyphens are optional
4. Use a blank or a dash to indicate subdivisions
5. Truncated subject headings may be used. For example, when unsure if cookbooks are referenced under "cooking" or "cookery", enter S=cook.
6. Entries may be in upper or lower case letters.
7. You may also **combine two search keys** to form a dual search key. To construct a dual search key, type two single search keys separated by a vertical bar (shift | on your keyboard). Do not leave a space.
   You may construct author/title searches and subject/title searches. You must enter the author search key first when searching the author/title combination. The subject must be entered first when searching the subject/title combination.

   Example:

   A=Shakespeare|T=Hamlet
   S=dreams|T=Interpretations

LIBRARY OF CONGRESS SUBJECT HEADINGS

It is important to note that both in the OPAC and in the card catalog, Whittemore Library uses a controlled vocabulary, or specific list of headings determined by the Library of Congress. If you are having difficulty determining the correct subject heading to use, you may find help on the screen:

Example:
Type >> s=date rape

```
Your search: S=Date Rape

Holdings highlighted for Framingham State

Line    # of Title    Subjects

 1          0         Date rape
 2                        search for Acquaintance rape.
```

If you don't find sufficient help on screen, check the Library of Congress Subject Headings books (copies are located on the Subject card catalog and next to the OPAC work stations). This alphabetical list of terms used by the Library of Congress

also indicates additional, narrower or broader headings that may help you modify or refine your topic. An example from the Library of Congress Subject Headings follows.

EXAMPLE OF LIBRARY OF CONGRESS SUBJECT HEADINGS

subject term not used →		Multicultural education USE Intercultural education
subject term (dark print) →		**Intercultural education** (LC1099)
used for (these terms are not used by LC) →	UF	Education, Intercultural Multicultural education
broader terms →	BT	Acculturation Assimilation (Sociology) Comparative education Ethnic relations Race relations
related term →	RT	Cross-cultural orientation
narrower terms →	NT	Cross-cultural orientation Education, Bilingual Race awareness
Subheading →	--	**Activity programs**

KEYWORD SEARCHING

If you are unable to locate the information you need on the OPAC using AUTHOR, TITLE, and SUBJECT searching, you may search the data base in KEYWORD. A Keyword is a significant word in a title, author's name or subject. KEYWORD is most useful if you are not sure of the exact title, author or subject heading. This mode also enables you to combine concepts, words, or phrases.

The items owned by Whittemore Library are NOT highlighted in KEYWORD.

In order to access KEYWORD, at the >> prompt,
Type K and press (Return)

In order to get out of KEYWORD, at the >> prompt,
Type Q and press (Return)

There are a variety of techniques to use when searching KEYWORD, many of them different from the techniques you used in the regular database. In order to get a better understanding of the many possibilities, please read the KEYWORD pamphlets available at each PAC (Public Access Catalog) work station. For additional help, **ASK A LIBRARIAN**.

CARD CATALOG

Henry Whittemore Library has a divided card catalog. The **Author/Title Catalog** is a single alphabetical listing by author and title of books owned by this library. The **Subject Catalog** contains cards for books owned by Whittemore Library, arranged alphabetically by subject. Each book has several cards in the catalog; one for each author or editor, one for title and often several for different subject headings.

If you know the author or title of a book and want to find out if that book is owned by Whittemore Library, check the Author/Title catalog by either author or title. Below is an example of a title card. An author card would be exactly the same except the author's name would be super-imposed above the title.

EXAMPLE FROM AUTHOR/TITLE CATALOG

title ——→ I never called it rape

call number ——→ HV
6561
W38
1988

Warshaw, Robin. ←—— author
I never called it rape : the Ms. report on recognizing, fighting, and surviving date and acquaintance rape / Robin Warshaw : afterword by Mary P. Koss. -- 1st ed. -- New York : Harper &← publisher
Row, c1988,. ↑_____ place of publication

date of publication_____↑

iix, 229 p. : 21 cm.
"Ms. Foundation/Sarah Lazin Books."
notes ——→ includes index.
ISBN 0-06-055126-7

subject headings (use to find additional books on your topic)

1. Acquaintance rape--United States--Case studies. 2. Rape victims--United States--Case studies. 3. Rape--United States--Prevention. I. Koss, Mary P. II. Ms. III. Title

PERIODICAL INDEXES

Periodicals (anything published at regularly recurring intervals, e.g. magazines or journals) are an excellent source of current information. In addition, an article in a magazine or journal often covers a particular aspect of a topic in greater detail than is usually possible in a book. You have already learned that the card catalog and online catalog help you find books on your subject owned by Whittemore Library, but do not help you find articles on your topic. To find an article on your topic in a periodical, use a periodical index. These indexes provide access to periodicals - usually by subject or subject and author - by listing the author, title and page numbers of the article, and the title, volume and date of the periodical in which the article is found. Periodical indexes are located in the Index Area. In some cases there are back files in Room 101. In each area indexes are arranged alphabetically by title.

There are two types of periodical indexes, general and subject. General periodical indexes index articles in popular magazines such as Time, Sports Illustrated, and Business Week. These articles are written with the general public in mind, are relatively short, cover a wide variety of subjects, and are particularly good for current events and topics. The Readers' Guide to Periodical Literature is an example of this type of index. (See example below).

EXAMPLE FROM READERS' GUIDE TO PERIODICAL LITERATURE 1990

subject heading ——→ **COMPUTER CRIMES**

additional subject headings to check in this volume ——→

See also
Clip art software-Unauthorized use
Computer programs-Unauthorized use
Computer viruses
Desktop forgery

author of article

title of article ——→ Deterring computer crime. K. Rosenblatt. il *Technology Review* 93:34-40 F/Mr. '90

volume | pages | date | illustrations included | periodical title

Subject periodical indexes list the contents of periodicals which deal with one particular subject or group of related subjects. The periodicals indexed are usually scholarly journals containing rather lengthy articles by experts in the field,

with footnotes and bibliographies. Whittemore Library owns subject indexes in many different areas: Art Index, Business Periodicals Index, General Science Index, Education Index, Humanities Index, and Social Sciences Index are some. The example from Readers'Guide will help you with these subject indexes since all are organized the same way. For assistance in choosing the subject index most appropriate for your topic, ask a Reference Librarian.

CD ROM and ONLINE INDEXES

Whittemore Library has recently started to acquire indexes on CD ROM (Compact disc/read only memory). Currently we own Health Index and Expanded Academic Index (both located in the Index Area) and General Periodicals Index on the Info-Trac system. Info-Trac is an automated reference system which enable you to retrieve references to periodical articles stored on compact disc. Expanded Academic Index provides references to articles in over 1100 both scholarly and general interest periodicals. You may choose to search for current information, from 1989-present, or you may do a retrospective search from 1980-1988. Health Index is an index to over 130 periodicals in the fields of health, physical fitness and nutrition. The General Periodicals Index covers the current four years of indexing for popular magazines (the type covered by Readers' Guide) plus a large number of business magazines. The index can be searched as an option on two designated OPAC terminals using the same protocols as MLN (A=, T= and S=). Instructions for use are provided at the work stations and step by step directions appear on the screen. For your convenience, printers are attached to the CD ROM indexes in the Index Area and to one of the OPAC terminals. The Reference Librarian will be happy to provide additional assistance if necessary.

EXAMPLE FROM EXPANDED ACADEMIC INDEX

Databases: Expanded Academic Index
Subject: sexism in language

Preparing for a firefighter's world: how to teach nonsexist language. Marcelaine Wininger Rovano. English Journal, Dec 1991 v80 n8 p59(5).

Defining wasyn (and others): Random House's new dictionary is gender neutral, politically correct - and an English-lover's disappointment. Jesse Birnbaum. Time, June 24, 1991 v137 n25 p51(1). IAC Coll. 59S1849 and 68E8418.

BEST COPY AVAILABLE

PERIODICAL HOLDINGS

In order to find out if a periodical is owned by Whittemore Library, check the **PERIODICALS HOLDINGS LIST** in the Index Area. This is a complete alphabetical list of all the periodicals owned by the library. If a periodical is not listed, it is not owned by Whittemore Library. Periodicals exist in three physical formats in this library. Individual paper issues and issues on microfilm or microfiche are in the Periodicals Department. Bound paper issues are in the Lower Reading Room. If the periodical location is listed as Per, fill out a pink Periodicals Request Slip and present it to the person at the desk in the Periodicals Department. If the location is LRR, you may retrieve the bound volume from the Lower Reading Room, which is arranged alphabetically by the title of the periodical.

Whittemore Library does not allow any periodicals to circulate. Photocopy machines are available to make copies from individual paper issues or bound volumes, and you may request paper copies of microfilm or microfiche at the Periodicals Desk for ten cents per copy.

If the periodical you need is not available in Whittemore Library, you may check the lists of holdings (Union Lists) of other libraries in the greater Boston and Worcester areas. These lists (paper or microfiche), are in the Index Area. If the periodical you need is at a convenient location, you may wish to retrieve it yourself. If not, you may request a copy be sent through Interlibrary Loan.

EXAMPLE FROM PERIODICALS HOLDINGS LIST

TECHNOLOGY REVIEW	v.86:5,1983---	PER
TEMPS MODERNES, LES	#271-501,1969-1988.	LRR
TENDRIL:A POETRY MAGAZINE	#9-13,1980-1982.	PER
TEXTILE CHEMIST & COLORIST	v.3,1971--- current year	LRR PER
TEXTILE INDUSTRIES	v.124-v.148,1960-1984//	PER

Explanation: Whittemore Library owns Technology Review starting with volume 86, number 5, 1983 to the present. All issues are in the Periodicals Department (Per). We own Textile Chemist & Colorist from volume 3, 1971 to the present. All issues from 1971 until the current year are in the Lower Reading Room (LRR). The current year is in the Periodicals Department (Per).

NEWSPAPER INDEXES

Newspapers are a valuable source of first-hand eye-witness reports. These day to day details of a topic are not usually included in periodical articles or books. An alphabetical list of the newspapers owned by Whittemore Library can be found on the last page of the Periodicals Holdings List.

Newspaper indexes organize articles in a newspaper by subject. Each entry summarizes the contents of the article being indexed, followed by the publishing data (date, section, page and column). Whittemore Library owns the New York Times Index 1851-present, the Boston Globe Index 1982-present and the Wall Street Journal Index 1985-present. Newspapers are in the Periodicals Department and should be requested using the pink Periodicals Request Slips. Paper copies of microfilm issues can be obtained for ten cents per copy.

EXAMPLE FROM THE NEW YORK TIMES INDEX 1990

subject heading not used → **CONTRACEPTION.** Use Birth Control and Family Planning

subject heading→**BIRTH CONTROL AND FAMILY PLANNING.** See also

related subject→Acquired Immune Deficiency Syndrome (AIDS), Mr 2, Jl 28
headings in this Population
volume

subject content of article ⟶ Editorial says easy way to simplify access to birth control for New York adolescents is to make contraceptives available at school-based health clinics. Ja 19, A,34:1

↑ month day (year is year of index) ↑_ page:column

REVIEW OF RESEARCH PROCESS

After you know the general subject area for your research you need background information on that subject. Tools particularly useful at this stage are general and subject encyclopedias, as well as the CQ Researcher - all found in the Reference Room. These sources give a general overview of your subject and introduce you to the important people, places and issues related to that subject. This information will help you focus your research. While reading these encyclopedia articles, you will note special terms related to your subject with which you can search book catalogs or periodical indexes. Many encyclopedia articles also contain bibliographies of additional information on your topic.

Once you have chosen a specific topic and have a preliminary list of sources and subject headings from your background reading, you are ready to check the online catalog or card catalog for books with more in-depth information. If you have a problem determining which subject terms to use in these catalogs, check the Library of Congress Subject Headings or ask a reference librarian.

For current or detailed information be sure to check periodical and newspaper indexes. If you are not sure which index is most appropriate for your topic, ask a reference librarian. Librarians are always available to help you at any stage of your research.

APPENDIX

LIBRARY TOUR

Welcome to the Henry Whittemore Library. The following self-guided tour will introduce you to the basic facilities and services of the library so that you can locate them at your own pace. The map at the end of the booklet will help you find the different areas mentioned in the tour.

Circulation/Reserves:

Library materials are charged out and returned at this desk. This includes required readings (overnight and closed reserves) assigned by faculty members. Reserve materials are organized by faculty name, and are listed in that order in Reserve Notebooks at the Circulation Desk. A current, validated ID card with a barcode is required to borrow any materials.

The borrowing period for the circulating collection is three weeks. Fines accumulate at the rate of ten cents per day with a maximum of ten dollars. Lost materials are billed at forty dollars per item with a ten dollar processing fee. Reserve materials may be used in the library for one hour. A charge of twenty-five cents is imposed for the first hour these materials are overdue and ten cents for each hour thereafter, with a maximum of five dollars.

Card Catalog:

The Card Catalog is a listing on cards of books owned by Whittemore Library. As of October 1991, this catalog was closed to any more cards. Acquisitions since then are recorded in the Online Catalog. The Card Catalog is divided into two parts. The Author/Title Catalog lists books owned by Whittemore Library alphabetically by author and by title. The Subject Card Catalog lists the books arranged alphabetically by subject.

OPAC (Online Public Access Catalog:

The Online Catalog contains records of current and retrospective book holdings of Whittemore Library plus all of the libraries in the Minuteman Library Network (presently there are 22 public libraries plus Lasell College and Framingham State College). Through this catalog you can search for books by several access points including author, title, subject and keyword. The General Periodicals Index may also be searched on two of these terminals.

Reference Room:

The Reference Room contains encyclopedias, dictionaries, atlases, handbooks, almanacs and similar materials designed for specific information. All reference materials are labeled REF above the call number and are restricted to use in the Reference Room. Students should always feel free to consult with the Reference Librarian on duty at the Reference Desk.

The Foyer outside the Reference Room contains a collection of legal services and also file cabinets which house the Vertical File, a collection of pamphlets arranged alphabetically by subject, most of which circulate. These pamphlets are particularly useful for current and statistical information. The last file drawer contains individual maps for use in the library only.

Index/Abstract Area:

This area contains indexes and abstracts to information on a variety of subjects in periodicals and other sources. The paper indexes are arranged alphabetically by title, with some back issues in Room 101. Book Review Indexes are to your right as you enter the area. Also in this room are indexes on CD ROM (compact disc). The Whittemore Library Periodicals Holdings List, an alphabetical list of all the periodicals owned by the library and their locations, is on the center bookcase. Help with these resources can be obtained from a librarian at the information desk in the Index Area or, when not available, from the librarian at the Reference Desk.

Periodicals Department:

The most current issue of many of the periodicals owned by Whittemore Library are displayed alphabetically by title on open racks in this area. You may browse through these at your leisure. Back paper and microform (microfilm and microfiche) issues that are indicated by **Per** on the Periodicals Holdings List must be requested with a pink slip at the Periodicals Desk. Bound copies of periodicals (indicated by **LRR** on the Holdings List) are located in the Lower Reading Room. No periodicals may be removed from the Periodicals Department. A photocopy machine is here for making copies of paper issues, and reader-printers are available for those who wish to request paper copies of microforms.

Curriculum Library:

This area houses a collection of textbooks, curriculum guides, games, kits, and similar materials of particular interest to students in teacher preparation courses.

Book Stacks:

These stacks contain the circulating collection of Whittemore Library. Please ask for help at the circulation desk if you cannot determine which stack level contains your book.

GENERAL LIBRARY INFORMATION AND SERVICES

LIBRARY HOURS

Monday - Thursday:	8 a.m. - 11 p.m.
Friday:	8 a.m. - 5 p.m.
Saturday:	9 a.m. - 5 p.m.
Sunday:	3 p.m. - 11 p.m.

Any changes in these hours for holidays, recesses, or exam periods are posted on the front door and announced in advance in The Gatepost.

MINUTEMAN LIBRARY NETWORK

Whittemore Library is a member of the Minuteman Library Network (MLN), a group of 24 libraries (22 area public libraries plus Lasell College and Framingham State College). Your Framingham State library card (barcoded I.D.) allows you to borrow materials from most of these libraries. You may also use your barcoded I.D. to obtain borrowing privileges at other libraries in the Massachusetts Higher Education System. If you have any questions about borrowing privileges, please check with the circulation staff.

INTERLIBRARY LOAN

Whittemore Library has an interlibrary loan program through which you can request books and copies of periodical articles not owned by our library. Materials from Minuteman Libraries can usually be obtained within a few days, while materials from other libraries take approximately two weeks. For further information on interlibrary loan, please ask the interlibrary loan librarian.

DIALOG SEARCHING

Computerized reference searching is available on Dialog, mostly for advanced research. For further information on this service, please check with a Reference librarian.

FIRST SEARCH

First Search is an online search system which provides access to World Cat, the OCLC Online Union Catalog which contains records of millions of books, videotapes, periodicals, etc. in libraries world wide. It also allows you to search subject specific databases such as ERIC for educational materials and BIOSIS for information in the biological sciences. First Search is available on designated terminals in Whittemore Library using an authorization and password. For more information on the capabilities of First Search and on how to obtain a password, ask a librarian.

EXERCISES

BACKGROUND INFORMATION

1. When starting to do research on an unfamiliar topic, what is the best way to get an overview of that topic?

   a. Look for a current article in the New York Times Index.
   b. Read an article in a general or subject encyclopedia.
   c. Check the Online Catalog for books on that topic.
   d. Browse the current shelves in the Periodicals Department for a relevant article.

2. An example of a subject encyclopedia owned by Whittemore Library is:

   a. Academic American Encyclopedia
   b. McGraw Hill Encyclopedia of Science and Technology
   c. Encyclopedia Britannica
   d. Collier's Encyclopedia

3. Which of the following subject headings could you use in the Online Catalog or the Card Catalog to locate the New Grove Dictionary of Musical Instruments?

   a. musical instruments-- dictionaries
   b. musical instruments-- encyclopedias
   c. dictionaries-- musical instruments

BOOK CATALOGS

4. The section of the catalog card or online display that lists additional subject headings for a book is the:

   a. publication data
   b. tracings
   c. notes
   d. call number

5. Which set of call numbers is in the correct order? Read the numbers from left to right.

a.	HC	HM	HM	HV
	650	2321	2321	4825
	.W67	.J6	.J42	.K32
	1980	1985	1976	1990

b.	HV	HN	HN	HV
	651	832	832.5	52
	.N3	.D7	.D54	.F22
	1984		1965	1991
c.	HA	HC	HC	HM
	890	6558.3	6558.3	650
	.G901	.W38	.W5	.T77
	1990	1977	1988	1982

ONLINE CATALOG

Find the online record for the book I Never Called it Rape and answer the following questions:

6. The author of the book is:

   a. Robin Warshaw
   b. Mary P. Koss
   c. Sarah Lazin
   d. Barbara A. Goldman

7. The date of publication is:

   a. 1991
   b. 1988
   c. 1978
   d. 1990

8. If you want to find additional information on this topic you can use the subject heading:

   a. date rape--United States
   b. acquaintance rape--United States--case studies
   c. victims of rape--case studies
   d. date rape--prevention

9. The full record tells you this book includes:

   a. a bibliography
   b. an index
   c. illustrations
   d. photographs

10. The call number for this book in Whittemore Library is:

    a. 362.88 Warshaw
    b. HV 6561 .W38 1988
    c. HC 1035.2 .W35 1990
    d. Ref HV 6561 .W38 1988

LIBRARY OF CONGRESS SUBJECT HEADINGS

11. You want to find information on the disposal of toxic wastes. What subject heading does the Library of Congress suggest you use?

    a. toxic wastes
    b. waste disposal
    c. hazardous wastes
    d. hazardous wastes disposal

12. A related topic suggested by the Libray of Congress is:

    a. medical wastes
    b. pollution
    c. poisonous wastes
    d. hazardous waste treatment facilities

PERIODICAL INDEXES

Use v.13 (June 1990 to May 1991) of the General Science Index to answer the following questions.

13. Look up the subject heading **steroids**. Which of the following is given as a related, "see also", subject heading?

    a. athletes and steroids
    b. anabolic steroids
    c. drug abuse
    d. metabolism

Look under the suggested term in question "13" and find the article titled, "Selected psychological characteristics..."

14. Who is the author of the article?

    a. M.J. Scott
    b. J.S. Clegg
    c. M.S. Bahrke
    d. M.D. Moore

15. What is the full title of the periodical containing this article?

    a. New England Journal of Medicine
    b. Physician and Sportsmedicine
    c. Journal of the American Medical Association
    d. New Scientist

16. What is the volume number of the article?

    a. 323
    b. 254
    c. 11
    d. 101

17. What is the date of the periodical?

    a. March 13, 1991
    b. January, 1991
    c. October 12, 1989
    d. September 20, 1990

Use the Expanded Academic Index, 1989-1992. Choose the subject heading, **computer crimes**, and the subdivision, cases. Find the article on the civil rights of computer hackers and answer the following questions.

18. This article can be found in the periodical titled:

    a. Scientific American
    b. New Scientist
    c. Science and Society
    d. Science News

19. The author of the article is:

    a. Marck Lucas
    b. Mitchell Kapor
    c. Willard Uncopher
    d. Dan Charles

20. The date of the periodical in question "18" is:

    a. September, 1991
    b. July 21, 1990
    c. July/August, 1989
    d. November/December, 1991

LOCATING PERIODICALS

Look in the Periodicals Holdings List and find the record for English Language Notes.

21. The oldest volume and year of this title owned by Whittemore Library is:

    a. volume 1, 1971
    b. volume 1, 1963
    c. volume 56, 1983
    d. volume 4, 1973

22. Where in Whittemore Library would you find the December, 1989 issue of this periodical?

    a. Periodicals Department
    b. Reference Room
    c. Lower Reading Room
    d. Index Area

NEWSPAPER INDEXES

Look in the New York Times Index, 1990 under the subject heading **child abuse.** Find the bold print reference to the article concerned with a Supreme Court ruling on the testimony of child abuse victims and answer the following questions.

23. The article states that victims of child abuse:

    a. must testify in the courtroom
    b. need not testify
    c. may testify on closed-circuit television
    d. must testify face-to-face with the accused

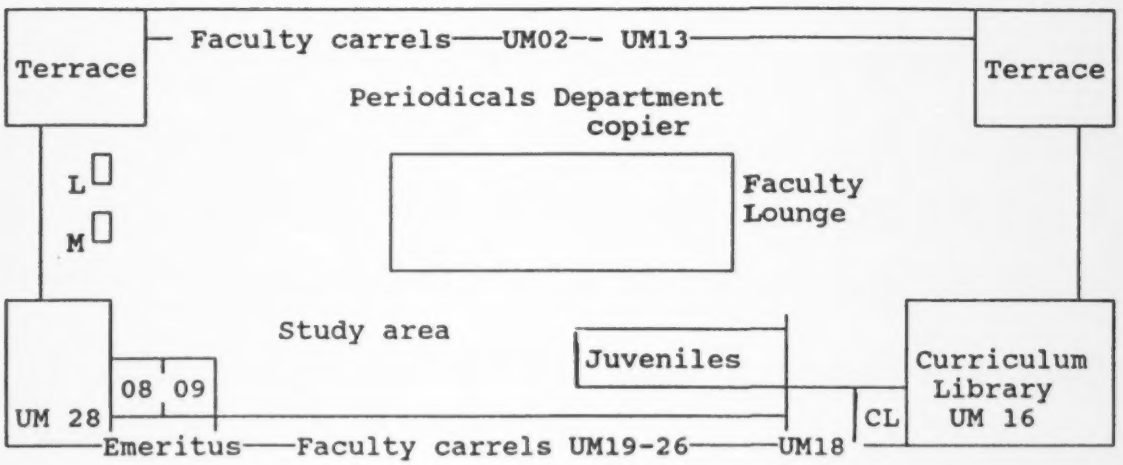
24. The complete date of this article is:

    a. June 28, 1990
    b. June 28, 1991
    c. January 28, 1990
    d. May 30, 1991

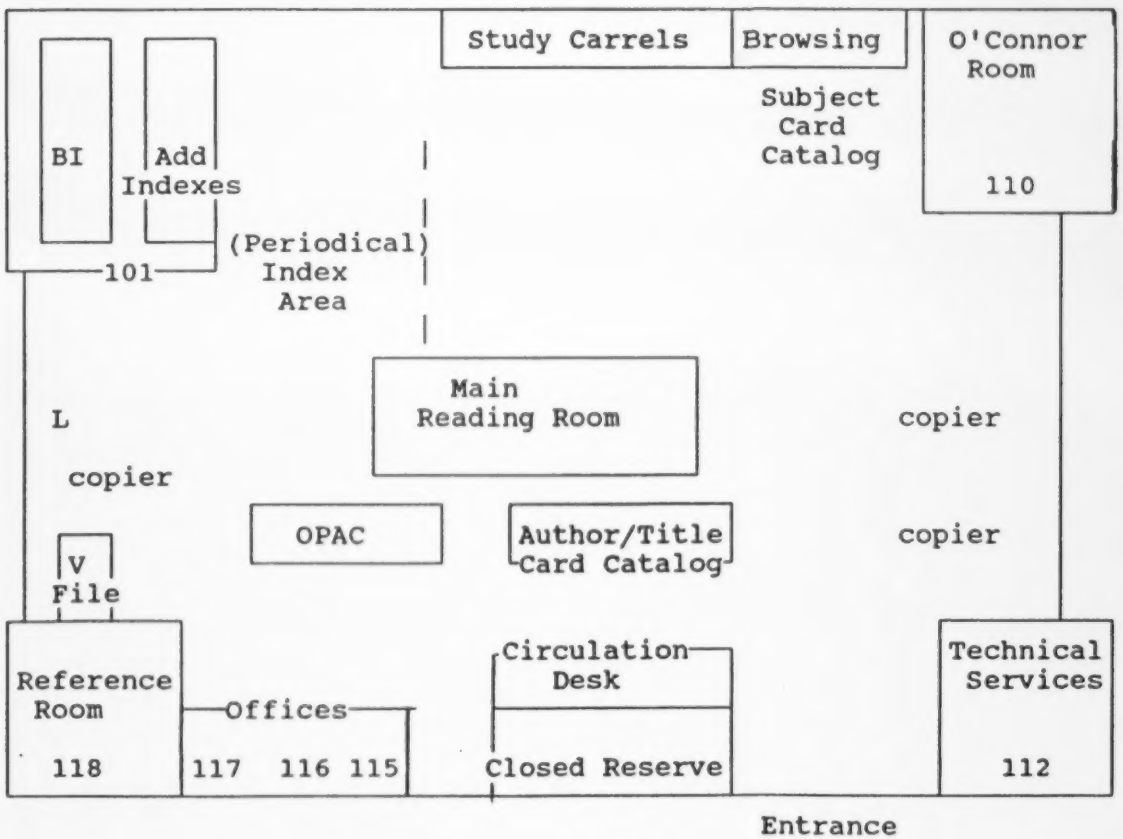
25. The location of the article in the New York Times is:

    a. Section M, page 1, column 1
    b. Section A, page 1, column 1
    c. Section B, page 9, column 1
    d. Section B, page 35, column 5

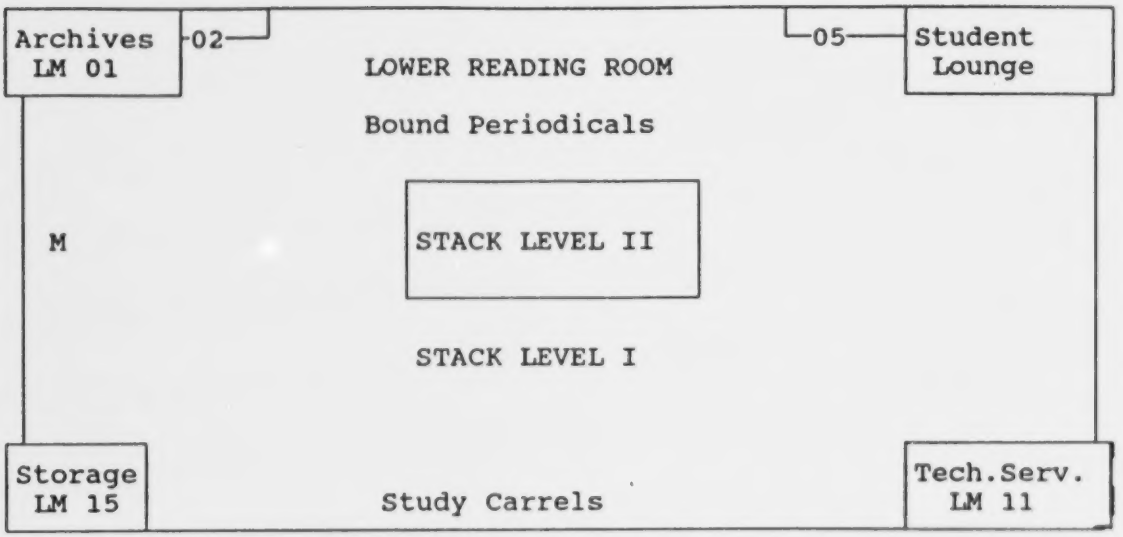
UPPER MEZZANINE



FIRST FLOOR



LOWER MEZZANINE



GROUND FLOOR